

DEPARTMENT OF THE ARMY
C Company, 701st Military Police Battalion
Fort Leonard Wood, Missouri 65473

ATSJ-BTC

17 November 2006

MEMORANDUM FOR Military Police Captains Career Course (MPCCC) Class 2-07 (16 January 2007 – 15 June 2007)

SUBJECT: Welcome Letter

1. I want to take this opportunity to congratulate you on this important stepping-stone in your professional military career and welcome you to the Military Police Captains Career Course (MPCCC). While at Fort Leonard Wood (FLW), you will be assigned to C Company, 701st Military Police Battalion.
2. To assist you in your preparation, I have identified critical points that will help ensure your success. Each item is discussed in greater detail on the USAMPS website located at <http://www.wood.army.mil/usamps>. Go to MP Courses and scroll down to MPCCC. You will find important administrative information and details about your course requirements. Take the time to read this material. I recommend you print this material and a map of Fort Leonard Wood for reference upon your arrival. You can also request a welcome packet through the community links under “Relocation Information (ACS).”
 - a. **You should arrive at least one week prior to the in-processing date of 16 January 2007.** This will give you time to in-process the installation and find a place to live prior to the course starting. Once you arrive on post, sign into C Company, room 1265 in building 3203 (MANSCEN). If you arrive on the start date you may find it difficult to fully in-process the installation and locate suitable living quarters. **If you do not have “early reporting authorized” on your orders or if you have a report date later than 16 January 2007, contact branch immediately.** Make contact through housing for a referral list or government quarters. If you rent off post, ensure you obtain a lease with military clause that covers your time in the course.
 - b. I encourage you to take leave before reporting. You may report early to in-process, find suitable quarters, and then resume your leave if desired. Generally, only emergency leave is approved once the course begins.
 - c. You are not authorized to stay in the BOQs. If you intend to take permissive TDY for house hunting, you will need a DA Form 31 authorizing PTDY from an O-5 or above in your losing command. **Ensure that you have the housing office stamp on your DA 31 or you will be charged for the permissive TDY.** If you arrive at Fort Leonard Wood during duty hours (M-F 0830–1630), report to Bldg. #3203, Room 1265. If you arrive during non-duty hours or on a

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weekend, report to Bldg. #470 for temporary lodging and a statement of non-availability (if applicable). Report to C Company the next duty day and close out your leave form.

d. For post in-processing you will need your complete personnel file, medical and dental records, ID tags, ten copies of your orders, and three copies of your ORB. For Company inprocessing, you will need two copies of your orders with any amendments and the most recent copy of your ORB.

e. At **0530 hrs, 16 January 2007**, C Company will conduct a weigh-in at the Company, room 1265, building 3203 (MANSCEN). Report in your PT uniform. Do not wear spandex for the weigh-in. If you exceed screening table weight and body fat composition you will be counseled and entered into the weight control program. Bring your ACUs to change into following weigh-in.

f. Graduation is in ACUs. The Dress Blue uniform will be worn at the end of course banquet. A personal computer (preferably a laptop) and printer is strongly encouraged to assist you with your course work.

g. Currently the Webster University Master's program is still available during your time at the career course. The exact details of the program will be covered in a briefing from Webster's University in the first few days of your in-processing. I want to express to you however that the Career Course is your priority while assigned here. You should be aware that enrollment in the program will require some of your personal time which could affect quality family or recreational time.

h. Currently there is an opportunity which allows one MP Officer to take part in an exchange with the Engineer School. The MP Officer would be enrolled in the Engineer Captain's Career Course, and likewise the MP school would host one Engineer Officer in the Military Police Captain's Career Course. Interested officers are encouraged to contact branch right away to discuss this opportunity. Also inform this command of your interest through email along with a copy of your ORB.

3. If you need further assistance/information, direct your questions to the following address:

Commander
C Company, 701st MP BN
Fort Leonard Wood, MO 65473

Or call:

DSN 676-5721
Commercial (573) 563-7915 / 7908 / 5721

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4. You can reach the company by email at: ATSJBT@wood.army.mil.
5. I look forward to your arrival at Fort Leonard Wood. Have a safe trip.

////////original signed////////
CPT, MP
Commanding